



SUPERVISOR NAME \_\_\_\_\_

# 2003 TIME CARD

DATE	TIME IN	TIME OUT	HOURS VOLUNTEERED (4 ½ hours = 4.5)
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Volunteer initials _____		Total hours volunteered this month	.
Supervisor initials _____			

**End of month totals.** Add total hours and round to the nearest quarter hour (.25 .5 .75). Enter each volunteer's monthly total in the VolunteerWorks database. Use the **Job** button to enter hours for all volunteers in each job category. Questions? Call Claire in the Volunteer Office at 730-7533.

Entered in VW